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Bi-Weekly Report for Period Ending 16 February 1962
from
RECORDS SYSTEMS and DISPOSITION BRANCH

1. Contributions

a. The Shelf Filing installation for Historical Staff has been installed and completed except for a damaged reference shelf to be replaced by the vendor. [] is well pleased with the results. The five sections of six shelves each are being utilized for storage of unclassified material. Historical Staff feels that they eventually will be able to release two or three 5-drawer filing cabinets. The equipment provides filing space for 75 cu. ft. of material and cost \$370. []

25X1

b. The additional sections of shelving for O/DDI/[] and the section for [] immediate office have been received and installed.

25X1

The vendor supplied the wrong type guides, but when advised of the error, the company has given priority to procuring the right type guides. I expect the exchange to be completed by 21 February. []

2. Assignments

a. Shelf Filing

(1 -2) Commo Signal Center, TTT

No action. [] promised to follow-up on this in Commo and initiate action to proceed with the plans submitted by us sometime ago.

(3) RID []

No action.

(4) Cable Secretariat []

Procurement Division, Office of Logistics, informed us they cancelled the order previously placed with Diebold, Inc. and are now going to ask for bids on this equipment.

(5) Office of Security []

Due to a change in plans the Security file room now has use of the file space previously given up to be used as office space. Requirements of additional shelving equipment needed to fill this space will be prepared with a representative of Remington Rand.

25X1

(6) OO/C [REDACTED]

In a memo from [REDACTED]
he agreed with our selection of Shelf Filing equipment
for his Office. The equipment has been ordered through
the local Diebold office for delivery [REDACTED]

25X1

25X1

25X1

(7) OBI/ [REDACTED]

Waiting delivery of equipment.

25X1

(8) Logistics/Real Estate [REDACTED]

A request was received from [REDACTED] for us to discuss
the possibility of their converting to Shelf-Filing. I
have established a meeting with her for Monday, 19 February.

25X1

b. Records Control Schedules

25X1

(1) OO/C [REDACTED]

No action.

25X1

(2) OTR [REDACTED]

No action.

c. Special Projects

25X1

(1) Agency Courier System [REDACTED]

25X1

[REDACTED] and I visited GEICO this past Tuesday and were
most impressed by their mail handling procedures. Both the
Office of Security and Logistics have been asked to comment
on the IG's report of the Courier Service. Project will
continue this week with some additional information to be
obtained from the Courier Branch prior to visiting other
Agency components.

25X1

(2) Sorting Equipment/OBI [REDACTED]

The Angle Steel sorting trays for OBI have not been received
to date.

25X1

(3) Filing Stools/OBI [REDACTED]

The filing stools ordered for OBI have not been received.

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(4) Conference Notes and Special Reports

Preparation of notes and reports continuing.

(5) DDP/RID []

[] still considering the selection of Angle Steel sorting equipment.

3. Vital Records []

a. The Graphics work for the Vital Records Workshop has been completed by [] OTR, I reviewed them and felt they were very good. They are now being photographed and will be processed as 2 x 2 slides.

b. Received revised Vital Records Deposit Schedules from two DDP/FE branches.

4. Microfilming []

Office of Security records scheduled to start 19 February.

There will be no filming of the ORR/Graphic files this year.

5. News

A recent call from persons responsible for the Vital Records Program in the Department of State indicated that they have decided to use certain procedures which we have found to be very necessary to a successful Vital Records Program. Adoption of these procedures resulted from our several meetings with them. I feel that implementation and enforcement of these procedures will provide State Department with a more efficient and effective program. []

The negative films on Paperwork Management received from the Naval Photographic Laboratory were turned over to OCR/GR. [] will attempt to obtain prints of these films from Navy rather than to reproduce the films for us.

As a result of the Agency's Surplus Program [] services were terminated 9 February 1962.

